

**CITY OF AUSTIN  
SCOPE OF WORK, SECTION 0500  
FOR  
GOLF COURSE ACCESSORIES AND SUPPLIES  
INVITATION FOR BID (IFB) NO. 8600-DCM1021**

**1.0 PURPOSE**

The City of Austin (City) seeks to establish a contract with a contractor(s) for the purchase and delivery of golf course accessories and supplies to be used on City golf courses. This Contract will be utilized by the Park and Recreation Department (PARC).

It is the City's preference to award a single contract for these services however, the City reserves the right to reject all bids entirely or make multiple contract awards between the lowest and/or, most responsive and responsible bidders. This IFB will be awarded to the Contractor that submits the lowest responsive bid. Award shall be based on individual or groups of specific line items, cost, or any criteria deemed by the City to be most advantageous. The City also reserves the right to refrain from awarding any lines or group of specific line items as-a-result of this solicitation and, instead, award the entire contract to a Contractor available through a cooperative purchasing agreement.

**2.0 CONTRACTOR QUALIFICATIONS**

The Contractor shall:

- 2.1 Submit with bid package, proof of experience. Contractor's proof of experience shall be in the form of an executive narrative, resumes, references and/or letters of reference during the previous three (3) year period, which clearly demonstrate experience similar in size and scope specified in this IFB. Contractor shall have minimum of five (5) years of experience in management and operation of youth basketball tournaments.
- 2.2 The City reserves the right to ask for and verify proof of experience prior to the completion of the award process utilizing the Contractor's references as listed on Section 0700: References.

**3.0 CONTRACTOR REQUIREMENTS**

**3.1 General Requirements:**

The Contractor shall:

- 3.1.1 Provide all equipment, labor, materials, transportation and shipping, required for proper execution of the contract and related services as described in this IFB.
- 3.1.2 Provide order confirmation including the timeline needed to design, produce, and deliver items to the Contract Manager or Department Designee.

- 3.1.3 Charge a one (1) time set-up fee for new orders which shall be inclusive of all costs, Section 0600 Bid Sheet.
- 3.1.4 Receive a signed Delivery Order, from the Contract Manager or Department Designee for all orders. Only quantities specified in each Delivery Order will be accepted. The City will not accept overprints or overcharges. The Contractor shall not proceed with orders without a signed Delivery Order.
- 3.1.5 Provide a percentage discount off catalog price list. Indicate the discount and/or markup from manufacturer's suggested retail price or non-specified products, Section 0600 Bid Sheet.
- 3.1.6 Provide written notice of any catalog product changes or manufacturer changes (adding/subtracting items) to the Contract Manager or Department Designee within five (5) days of notification of change.
- 3.1.7 Provide product samples upon request by the Contract Manager or Department Designee at no charge to the City. Sample products may be returned to the Contractor upon request.
- 3.1.8 Comply with all State of Texas and Federal standards, regulations, and laws, applicable and effective on the date of manufacture, including EPA standards that apply to both private industry and governmental agencies, and OSHA Safety Requirements.
- 3.1.9 Provide costs for all items specified in Section 0600 Bid Sheet.
- 3.1.10 Be an authorized distributor of the items listed in Section 0600 Bid Sheet. Authorized Distributor is defined as listed on the manufacturer's website, or conformation letter from the manufacturer upon award of bid.
- 3.1.11 Provide prices for items that are FOB Austin to designated golf course locations. Locations will be identified on each Delivery Order.
- 3.1.12 Acknowledge that there are no minimum order quantities for this IFB.
- 3.1.13 Provide and deliver items in "New" condition. Damage in delivery or shipping is the sole responsibility of the Contractor. Contractor shall replace damaged items at no cost to the City.
- 3.1.14 Obtain all current certifications, licenses and permits applicable for manufacture and delivery of items specified in Section 0600 Bid Sheet.
- 3.1.15 Provide one copy of current product catalogues for each brand of product of each product specified in Section 0600 Bid Sheet with the offer package.
- 3.1.16 Submit an exact replica of the goods to be provided per "Buyer Approved Equal" as identified in Section 0600 Bid Sheet. Samples will be tested and approved, by the City, for quality and acceptance of the product by the Contract Manager or Department Designee

### **3.2 Contractor's Point of Contact**

The Contractor shall:

- 3.2.1 Provide a Single Point of Contact (SPOC) who is skilled, knowledgeable, and experienced in providing the types of services listed in this Scope of Work.
- 3.2.2 Provide SPOC's office number, email address, and cell phone number to the Contract Manager or Department Designee, within five (5) days after contract award.
- 3.2.3 The SPOC shall not be removed from the project without prior written consent by the Contract Manager or Department Designee. During times the SPOC is unavailable (due to vacation, travel, etc., for example), the Contractor shall provide a designee for the SPOC to the Contract Manager or Department Designee. The designee shall meet the same requirements as specified for the SPOC within this IFB and shall have the same authority as the SPOC.

### **3.3 Material and Workmanship Requirements**

The Contractor shall:

- 3.3.1 Ensure all products provided are new and of the most suitable grade and highest quality.
- 3.3.2 Ensure all work is performed in a skillful and workmanlike manner.
- 3.3.3 Notify the Contract Manager or Department Designee, in writing, of all recall notifications for products, within five (5) days of notification of recall. Recall notification shall include a product description, identification number, and alternative product available.
- 3.3.4 Replace improperly manufactured products due to defective materials or products, to include:
  - 3.3.4.1 Processing the replacement within two (2) weeks of written notification from the Contract Manager or Department Designee.
  - 3.3.4.2 Returning the product free of charge, including all shipping fees.
  - 3.3.4.3 Replacing the new product or refund the full purchase price of the product, at the request of the Contract Manager or Department Designee.
- 3.3.5 The Contract Manager or Department Designee reserves the right to inspect and accept each shipment. This does not relieve the Contractor of any responsibility for defects or other failures to meet contract requirements discovered before acceptance.

### 3.4 Substitutions

Substitutions will not be permitted without prior written approval by the Contract Manager or Department Designee. Substitutions shall be at the sole discretion of the Contract Manager or Department Designee. The Contractor shall clearly identify any substitutes and submit, in writing, to the Contract Manager or Department Designee, for approval and prior to replacing

### 3.5 Golf Course Locations:

Golf Course	Contact	Address	Phone
Lions Golf Course	Mike Branski	2901 Enfield Road Austin, TX	(512) 472-0684
Morris Williams Golf Course	Jason Chapman	4305 Manor Road Austin, TX	(512) 926-3580
Hancock Golf Course	George Krueger	811 East 41st Street Austin, TX	(512) 451-1768
Jimmy Clay & Roy Kizer Golf Courses	Nick Smitham	5500 Jimmy Clay Dr Austin, TX	(512) 447-2616

### 3.6 Packaging and Shipping

#### The Contractor shall:

- 3.6.1 Ensure all shipments meet the [ASTM Paper Standards and Packaging Standards](#)
- 3.6.2 Clearly mark the contents of the shipment on each box.
- 3.6.3 Include a packing slip and/or delivery ticket in each shipment. The Packing Slip/Delivery Ticket shall include the following minimum information:
  - 1. Delivery Order Number;
  - 2. Vendor Name;
  - 3. Name of the Contents;
  - 4. Product Number;
  - 5. Quantity; and
  - 6. Delivery Location.
- 3.6.4 Packaging shall be conducted in a way as to minimize damage products while in transit. Damaged products will not be accepted. If the damage is not readily apparent at the time of delivery, the product(s) will be returned to the Contractor at no cost to the City. The Contract Manager or Department Designee reserves the right to inspect all products at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the goods at the time of delivery.
  - 3.6.4.1 In the event the entire or part of the shipment is determined to be defective by the Contract Manager or Department Designee, the Contractor shall be

responsible for the secure destruction of the products and shall be required to replace the defective goods(s) at no additional cost (including shipping) to the City of Austin

### 3.7 **Warranty**

The Contractor shall warrant all products furnished under any delivery order resulting from this IFB, shall be free from defects including but not limited to title, design, material, and workmanship in normal use, under storage, and service in accordance with manufacturer's standard warranty. At a minimum, such warranty shall include repair or replacement of any defective products at no additional cost (including shipping) to the City of Austin. This warranty period will be the regular period offered by the manufacturer or one (1) year, whichever is longer

## 4.0 **CITY REQUIREMENTS**

- 4.1 The Contract Manager or Department Designee will provide all necessary artwork to the Contractor.
- 4.2 The Contract Manager or Department Designee will review and approve all orders, in writing, prior to production.
- 4.3 The Contract Manager or Department Designee will issue a Delivery Order for each order with detailed information.
- 4.4 The Contract Manager or Department Designee will inspect all shipments within five (5) working days of each shipment. Payment will be processed after inspection has been completed and the Contract Manager or Department Designee determines that the material delivered meets specifications or the day on which a corrected invoice for the materials was received, whichever is later.
- 4.5 The City reserves the right to place orders on an as-needed basis and quantities will vary.
- 4.6 The City reserves the right to increase or decrease projected order quantities.
- 4.7 The City reserves the right to accept or reject any-and-all pre-production products.